

On Monday, January 11, 2016, the Division of Property Management and Construction (DPMC) will electronically randomly select from an appropriate pool of its pre-qualified consultants, a short list of firms who will be invited to submit a Technical and Fee Proposal for the following project:

Project #: A1226-00

Project Name: Energy Audit & Cogeneration (CHP) Feasibility Study

Location: Edna Mahan Correctional Facility & Hunterdon Developmental Center

CWE: \$300,000

Contact: Bill Mahan
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In order to be included in the random selection process, a firm must be pre-qualified by the DPMC in the following discipline(s) on or prior to Friday, January 8, 2016:

Code	Discipline
P051	Energy Auditing

**Consultants must also have in-house capabilities or sub-consultants pre-qualified with the DPMC in the following disciplines:

P025	Estimating/Cost Analysis
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The mandatory pre-proposal meeting/site visit is scheduled for Friday, February 19, 2016 at 10:00 AM. Consultants shall meet at the main entrance of the Edna Mahan Correctional Facility, Pittstown Road, Route 513, Clinton, NJ, 08809. Only those firms attending the mandatory pre-proposal meeting will be permitted to submit a proposal.

****ATTENTION****

THOSE CONSULTANTS PLANNING TO SUBMIT A PROPOSAL ARE REQUIRED TO SUBMIT TO A FULL BACKGROUND CHECK MANDATED BY THE NEW JERSEY DEPARTMENT OF CORRECTIONS IN ORDER TO ATTEND THE MANDATORY PRE-PROPOSAL MEETING. ORIGINAL COMPLETED BACKGROUND CHECK FORMS AND A COPY OF THE APPLICANT'S VALID DRIVERS LICENSE OR NATURALIZATION PAPERS FOR ALL ATTENDEES MUST BE SUBMITTED TO BILL MAHAN BY MONDAY, JANUARY 25, 2016 NO LATER THAN 12:00 P.M. FAILURE TO SUBMIT THE ORIGINAL COMPLETED BACKGROUND CHECK FORMS AND A COPY OF THE APPLICANT'S VALID DRIVERS LICENSE OR NATURALIZATION PAPER FOR ALL ATTENDEES WILL RESULT IN AUTOMTIC REJECT.

THE MAILING ADDRESS FOR SUBMISSION OF BACKGROUND CHECK FORMS AND APPLICANT'S VALID DRIVERS LICENSE OR NATURALIZATION PAPERS IS AS FOLLOWS: Regular Mail (DPMC, P.O. Box 034, Trenton, NJ 08625) or Overnight Mail (DPMC, 33 West State St., 9th Fl, Trenton, NJ 08608) ATTENTION: Bill Mahan. BACKGROUND CHECK FORMS MAY BE OBTAINED BY VISITING www.state.nj.us/treasury/dpmc OR IN PERSON AT THE DPMC PLAN ROOM. Contact Bill Mahan at (609) 292-5229 for further information.

FIRMS WILL BE NOTIFIED OF BACKGROUND CHECK APPROVAL BY MONDAY, FEBRUARY 1, 2016. FIRMS NOT RESPONDING TO THIS MANDATE AS REQUIRED WILL NOT BE PERMITTED ENTRY TO THE FACILITY DUE TO SECURITY CONCERNS AND WILL NOT BE PERMITTED TO SUBMIT A PROPOSAL. NO EXCEPTIONS WILL BE AUTHORIZED. PICTURE IDENTIFICATION IS REQUIRED AT THE SITE FOR ENTRY.

EDNA MAHAN CORRECTIONAL FACILITY – Consultants are only permitted to bring the Scope of Work, Pen and Note Pad into the facility

HUNTERDON DEVELOPMENTAL CENTER – Consultants are permitted to bring the above and a camera. Note the camera **CANNOT** be a cell phone. Picture with residents or facility employees are prohibited.

Technical Proposals will be evaluated by the Selection Committee based upon the following evaluation criteria:

1. Experience of the Firm, Project Team and Key Team Members
2. Project Approach/Understanding of Project
3. The Firm's Approach to Maintaining the Project Schedule

If a firm wishes to participate in the selection process for future projects but is not presently pre-qualified by the DPMC, the firm should submit a DPMC 48A, which may be found at www.state.nj.us/treasury/dpmc.

January 4, 2016